

# Department of **GENERAL SERVICES** **PROCUREMENT DIVISION**

**Updated 11/26/2014**

# **How to do Business with CA State Government Steps 1 & 2, Register Your Business and Become a Small Business (SB) and/or Disabled Veteran Business Enterprise(DVBE)**

## **Outreach Liaison**

**Department of General Services**

**Procurement Division**

**Certification and Outreach Branch**

**707 3rd Street**

**West Sacramento, CA 95605**

**[Wayne.Gross@dgs.ca.gov](mailto:Wayne.Gross@dgs.ca.gov)**

California Department of General Services  
Procurement Division



# How to **do Business** with California State **Government**

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## A 5-STEP PROCESS

## eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at [eprocure@dgs.ca.gov](mailto:eprocure@dgs.ca.gov) or (916) 375-2000.

For Small Business certification or any questions regarding Small Business, please contact the Office of Small Business (OSDS) and Disabled Veterans Business Enterprises (DVBE) at [osdshelp@dgs.ca.gov](mailto:osdshelp@dgs.ca.gov) or 916-375-4940.

## About eProcurement (eP)

## Access eProcurement (eP)

## Bidding Opportunities

Small Business & Disabled Veterans Business Enterprise Services

## State Contracting & Procurement Registration System (SCPRS)

[View Statewide Contracts](#)

## eProcurement Resources

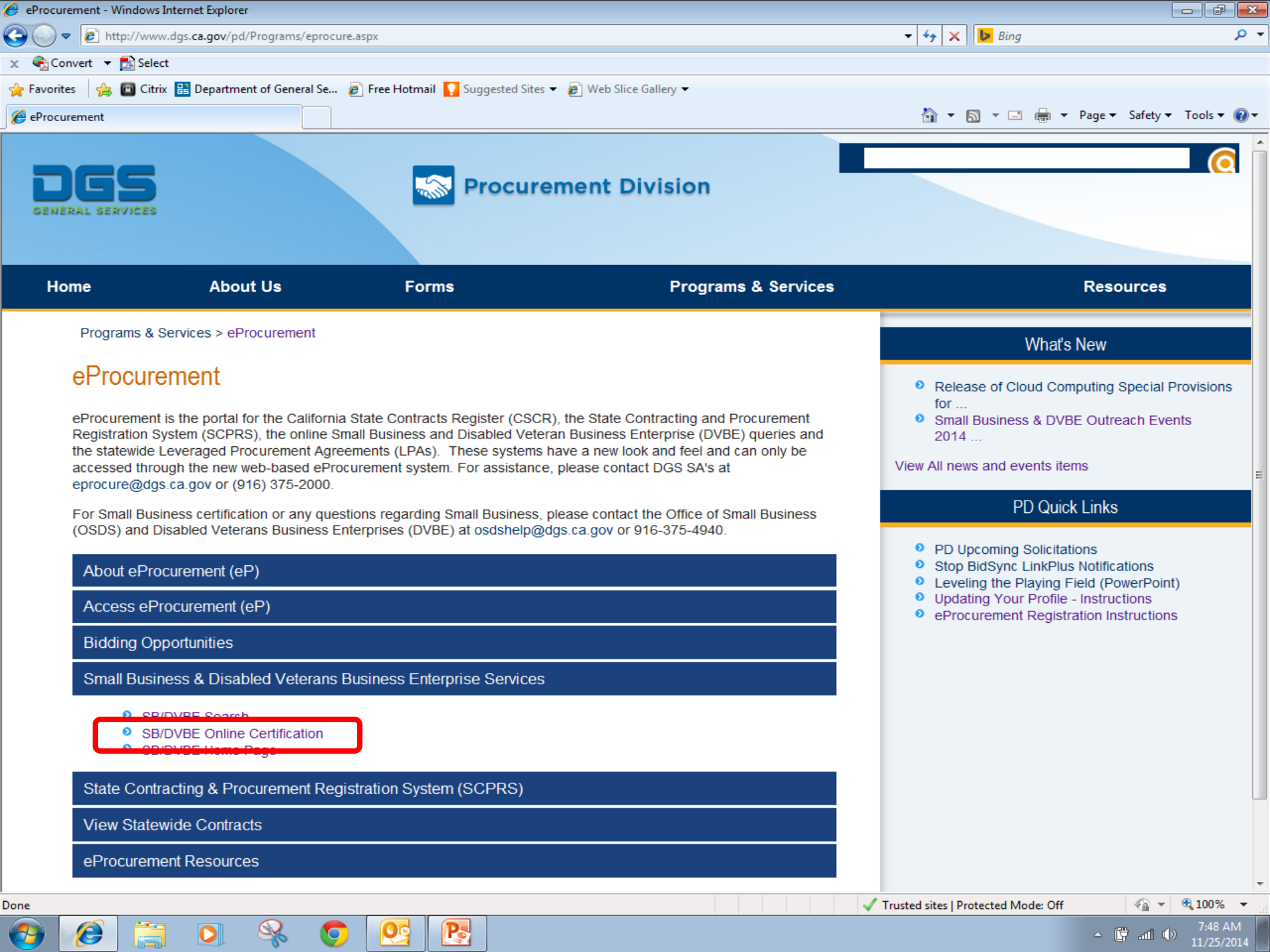
## What's New

- Release of Cloud Computing Special Provisions for ...
- Small Business & DVBE Outreach Events 2014 ...

[View All news and events items](#)

## PD Quick Links

- ▶ PD Upcoming Solicitations
- ▶ Stop BidSync LinkPlus Notifications
- ▶ Leveling the Playing Field (PowerPoint)
- ▶ Updating Your Profile - Instructions
- ▶ eProcurement Registration Instructions



Procurement Division

Home

About Us

Forms

Programs & Services

Resources

Programs & Services > eProcurement

## eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at [eprocure@dgs.ca.gov](mailto:eprocure@dgs.ca.gov) or (916) 375-2000.

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About eProcurement (eP)

Access eProcurement (eP)

Bidding Opportunities

Small Business & Disabled Veterans Business Enterprise Services

- SB/DVBE Search
- SB/DVBE Online Certification
- SB/DVBE Home Page

State Contracting & Procurement Registration System (SCPRS)

View Statewide Contracts

eProcurement Resources

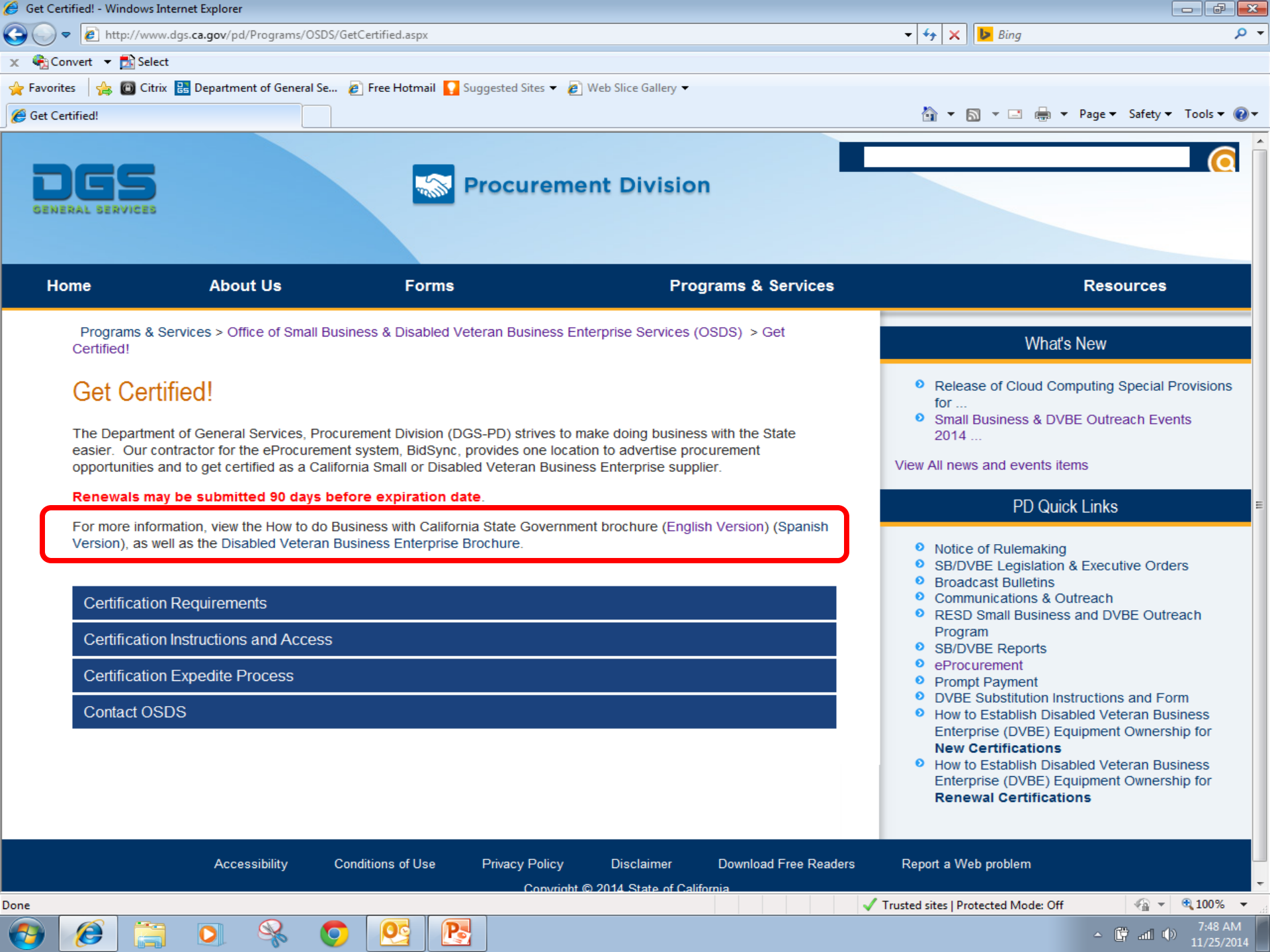
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Procurement Division

Home

About Us

Forms

Programs & Services

Resources

Programs & Services > Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) > Get Certified!

## Get Certified!

The Department of General Services, Procurement Division (DGS-PD) strives to make doing business with the State easier. Our contractor for the eProcurement system, BidSync, provides one location to advertise procurement opportunities and to get certified as a California Small or Disabled Veteran Business Enterprise supplier.

**Renewals may be submitted 90 days before expiration date.**

For more information, view the How to do Business with California State Government brochure ([English Version](#)) ([Spanish Version](#)), as well as the Disabled Veteran Business Enterprise Brochure.

Certification Requirements

Certification Instructions and Access

Certification Expedite Process

Contact OSDS

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- Release of Cloud Computing Special Provisions for ...
- Small Business & DVBE Outreach Events 2014 ...

[View All news and events items](#)

### PD Quick Links

- Notice of Rulemaking
- SB/DVBE Legislation & Executive Orders
- Broadcast Bulletins
- Communications & Outreach
- RESD Small Business and DVBE Outreach Program
- SB/DVBE Reports
- [eProcurement](#)
- Prompt Payment
- DVBE Substitution Instructions and Form
- How to Establish Disabled Veteran Business Enterprise (DVBE) Equipment Ownership for **New Certifications**
- How to Establish Disabled Veteran Business Enterprise (DVBE) Equipment Ownership for **Renewal Certifications**

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## STEP 1 REGISTER YOUR BUSINESS

Register your business with eProcurement.

- Go to [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)
- Open Access eProcurement (eP)
- Click on Registration Instructions
- Follow the instructions completely to ensure a free subscription.

For questions about eProcurement, contact the eProcurement Help Desk at [eprocure@dgs.ca.gov](mailto:eprocure@dgs.ca.gov)

For registration technical assistance, contact BidSync at (800) 990-9339.

Once you register your California profile, you can apply for Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) certification by completing Step 12 of the separate eProcurement registration instructions flyer. (Also, see STEP 2 of this brochure for eligibility requirements.)

## eProcurement

The California Department of General Services (DGS), Procurement Division (PD) partners with BidSync to host California's online procurement service (eProcurement). It helps State agencies organize, automate and better manage purchasing processes online, hosting the California State Contracts Register (CSCR), SB/DVBE query, SB/DVBE on-line application and the State's Leveraged Procurement Agreements (LPAs). All State and local government agencies can view State contracts via eProcurement.

## What does this mean for you?

eProcurement allows suppliers to upload bids/proposals in response to online solicitations. You can also track bid progress, learn about pre-bid events and access contract award and other relevant information.

There is NO FEE for you to register, receive email or fax notifications, download or respond to the State of California's bid solicitations on eProcurement.

[www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)

## STEP 2 BECOME A CALIFORNIA CERTIFIED SMALL BUSINESS OR DISABLED VETERAN BUSINESS ENTERPRISE

Learn about the program at:  
[www.dgs.ca.gov/OSDS](http://www.dgs.ca.gov/OSDS)

The State of California established the SB and DVBE Certification Programs to increase business opportunities for the SB and DVBE community. The programs help SBs and DVBEs participate on a more level playing field when competing for state contracts.

### Small Business Eligibility Requirements

To be eligible for SB certification, your business must meet the following criteria:

- Independently owned and operated;
- Cannot be dominant in the field of operation;
- Principal office located in California;
- Owners (or officers in the case of a corporation) domiciled in California; and together with your affiliates, be either:
  - a business with 100 or fewer employees, and have average annual gross receipts of \$14 million or less over the previous 3 tax years, or
  - a manufacturer with 100 or fewer employees

### DVBE Eligibility Requirements

(Most DVBEs can also be certified SBs)

To be eligible for DVBE certification, your business must meet the following criteria:

- Be at least 51% owned by one or more disabled veterans\*
- Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans
- Daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s)
- Home office must be located in the United States and cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business

\*For DVBE certification purposes, a "disabled veteran" is a veteran of the U.S. military, naval, or air service; and has a service connected disability of at least 10% or more as declared by the United States Department of Veteran Affairs or the United States Department of Defense and must be domiciled in California.

Submit your Application at:  
[www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)

If you meet the SB or DVBE Eligibility Requirements...

- Find more information on eligibility and benefits at [www.dgs.ca.gov/OSDS](http://www.dgs.ca.gov/OSDS) under the SB/DVBE Certification Program.
- Gather all of your required business information. Go to [www.dgs.ca.gov/pd/getcertified](http://www.dgs.ca.gov/pd/getcertified) to view the Certification Requirements.
- Go to [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov), then Access eProcurement (eP); under Registration Instructions see Step 12 to submit your application—available 24 hours a day.

Get started NOW! There is no cost.

### Benefits to being a California Certified SB or DVBE

California State government requires state agencies to award at least 25% of their annual contracting dollars to certified SBs and at least 3% to certified DVBEs.

The State may give a 5% bid preference to certified SBs and may offer up to a 5% incentive to DVBEs in the formal bid process.

As a California certified SB and/or DVBE, your business is added to the DGS database which state agencies use to find SBs and DVBEs.

As a California certified SB, you are eligible, under the Prompt Payment Act, for higher interest penalties for late, undisputed invoice payments.

All California state agencies and departments may use a streamlined procurement process known as the SB/DVBE Option by contracting directly with a California-certified SB or DVBE for goods, services, and information technology goods and services valued from \$5,000.01 to \$249,999.99 (up to \$281,000 for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.

For more SB/DVBE information, go to:

[www.dgs.ca.gov/pd/getcertified](http://www.dgs.ca.gov/pd/getcertified) or for SB/DVBE certification assistance, call us during regular State business hours at (916) 375-4940.

## STEP 3 USE THE CALIFORNIA STATE CONTRACTS REGISTER (CSCR)

### What is the CSCR?

The CSCR is your one-stop, central information source for state contracting opportunities. State agencies post solicitations, Request for Proposals (RFPs), etc., on this site when they go out to bid. CSCR connects you to government solicitations, with an easy-to-use, on-line publication which lists services and construction contracts over \$5,000, commodity contracts over \$50,000, and IT goods and services contracts over \$100,000.

You can find subcontracting opportunities and place ads seeking work with potential prime contractors at no cost. Access the CSCR at [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov) and click on Bidding Opportunities

### Ad Notification

The free CSCR Ad Notification Service notifies subscribers automatically by email or fax of CSCR advertised opportunities.



# OBJECTIVES

By the end of this webinar, you will know:

- The Goals of the program
- The Small Business (SB) Requirements
- The Disabled Veteran Business Enterprise (DVBE) Requirements
- The Benefits of the Program
- The Definition of eProcurement
- How to Register your company in BidSync
- How to Get Certified as a SB and/or DVBE



# State's SB/DVBE Goals

- Requires state agencies to award at least **25%** of their annual contracting dollars to certified Small Business
- Military and Veterans Code Section 999 requires agencies to award at least **3%** to certified Disabled Veteran Business Enterprises (DVBE)

# Small Business Eligibility Requirements

- To be eligible for SB certification, the business must meet the following criteria:
  - Must be independently owned and operated;
  - Cannot be dominant in the field of operation;
  - Must have its principal office located in California;

# Small Business Eligibility Requirements

- The business must also:
  - Have its owners (or officers in the case of a corporation) domiciled in California;
  - And, together with the affiliates, be either:
    - a business with 100 or fewer employees, and have an average annual gross receipts of \$14 million or less over the previous 3 tax years, *or*
    - a manufacturer with 100 or fewer employees

# DVBE Definition

- For DVBE certification purposes, a “disabled veteran” is a veteran of the U.S. military, naval, or air service; and has a service connected disability of at least 10% or more as certified by the United States Department of Veteran Affairs and must be domiciled in the State of California.

# DVBE Eligibility Requirements

- Most DVBEs can also be certified SBs
- To be eligible for DVBE certification, the business must meet the following criteria:
  - Be at least 51% owned by one or more disabled veterans (defined on next slide)
  - Limited Liability Companies (LLCs) must be wholly owned by one or more disabled veterans

# DVBE Eligibility Requirements

- Daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s)
- The home office must be located in the United States. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business.

# DVBE Eligibility Requirements

- More information can be found at:
  - **[www.pd.dgs.ca.gov/osds](http://www.pd.dgs.ca.gov/osds)**
  - or by calling **(916) 375-4940**

# Benefits of Certification

- Increases opportunities for the SB & DVBE community and stimulates the economy
- Levels the playing field when competing for state contracts & purchases
- 5% Bid Preference for Small Business
- The State may offer up to a 5% incentive to DVBE's in the formal bid process



# Benefits of Certification

- As a California certified SB/DVBE, your firm is added to the Department of General Services' certified firm database
- State agencies use this database to find suppliers

# SB/DVBE Option

- Certified SB *or* DVBE
- Goods, Services, & IT goods and services - \$5,000.01 to \$249,999.99
- Public Works - \$5,000.01 to \$281,000.00
- At least two price quotes (2 SBs or 2 DVBEs)
- Market your company to state agencies (see Step 5)
- Authorized by Govt Code 14838.5

# SB/DVBE First Policy

- Certified SB or DVBE
- Goods, Services, & IT goods and services - \$0.00 to \$249,999.99
- Public Works - \$0.00 to \$281,000.00
- At least two price quotes (2 SBs or 2 DVBEs)
- Department of General Services, Franchise Tax Board, Department of Veterans Affairs, Military Department, Department of Public Health, California Highway Patrol, California Department of Technology, Department of Education, California State Retirement System, and Department of Consumer Affairs have the First Policy in place.

# How to do Business with the State of California

## A FIVE-STEP PROCESS

# What is eProcurement?

**The California Department of General Services (DGS), Procurement Division (PD) partners with BidSync to host California's online procurement service (eProcurement). It helps State agencies organize, automate and better manage purchasing processes.**

# Benefits

- **Consolidation:** Apply for SB/DVBE certification, respond to solicitations & more
- **Accessibility:** Wherever you have Internet access
- **Transparency:** View public information regarding procurement & contracting activities

# STEP 1-Register with BidSync

- **Get Registered at BidSync**
  - Go to [www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)
  - Choose a user name and password

http://www.dgs.ca.gov/pd/Programs/eprocure.aspx

Favorites

WWW.EPROCURE.DGS.CA.GOV

eProcurement

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GENERAL SERVICES

Procurement Division

Home

About Us

Forms

Programs & Services

Resources

Programs & Services > eProcurement

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About eProcurement (eP)

Access eProcurement (eP)

Bidding Opportunities

Small Business & Disabled Veterans Business Enterprise Services

State Contracting & Procurement Registration System (SCPRS)

View Statewide Contracts

eProcurement Resources

What's New

Release of Cloud Computing Special Provisions for...

Small Business & DVBE Outreach Events 2014 ...

View All news and events items

PD Quick Links

PD Upcoming Solicitations

Stop BidSync LinkPlus Notifications

Leveling the Playing Field (PowerPoint)

Updating Your Profile - Instructions

eProcurement Registration Instructions

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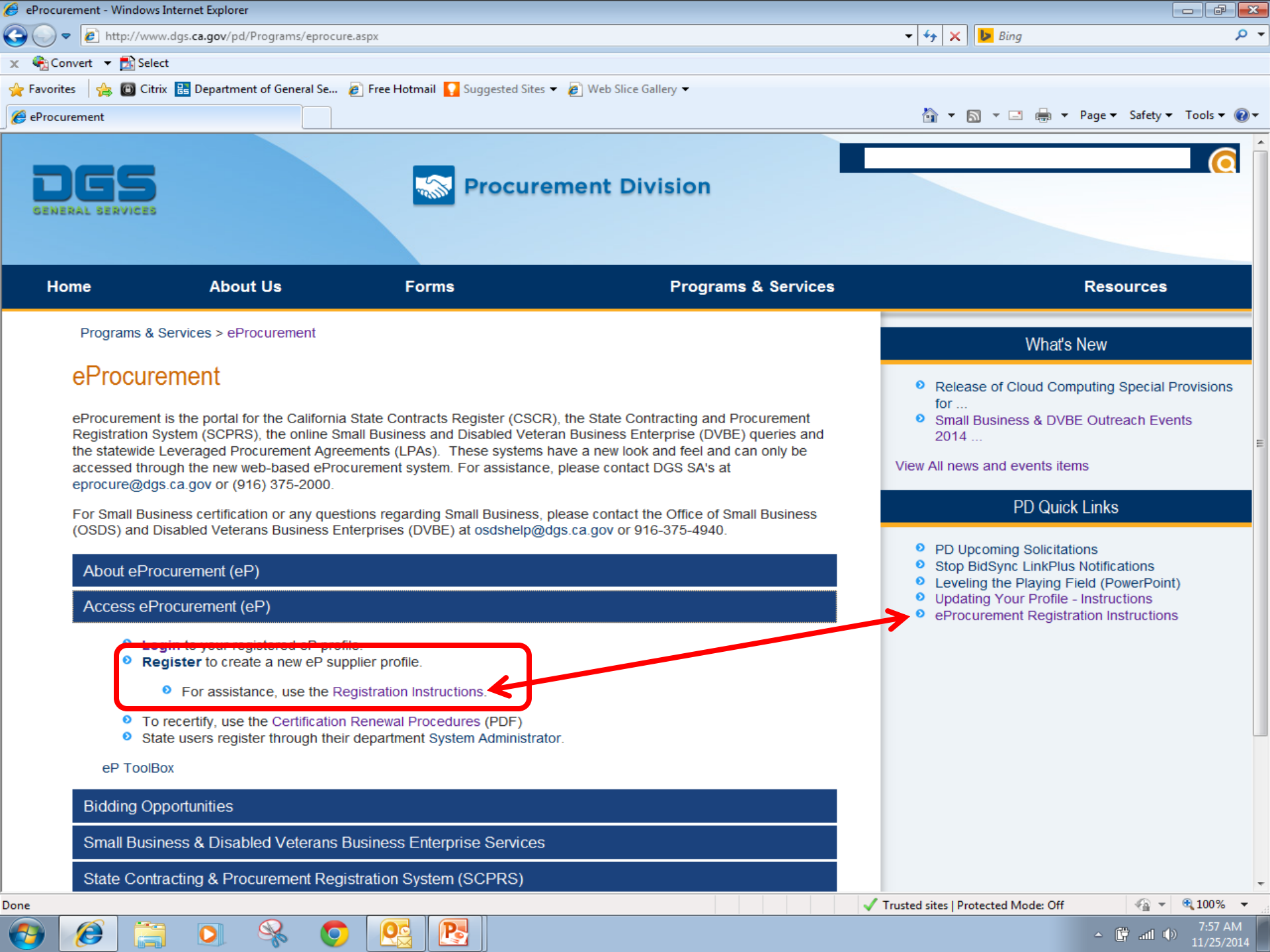
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Procurement Division

Home

About Us

Forms

Programs & Services

Resources

Programs & Services > eProcurement

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About eProcurement (eP)

Access eProcurement (eP)

[Login to your registered eP profile.](#)

[Register](#) to create a new eP supplier profile.

[For assistance, use the Registration Instructions.](#)

[To recertify, use the Certification Renewal Procedures \(PDF\)](#)

[State users register through their department System Administrator.](#)

eP ToolBox

Bidding Opportunities

Small Business & Disabled Veterans Business Enterprise Services

State Contracting & Procurement Registration System (SCPRS)

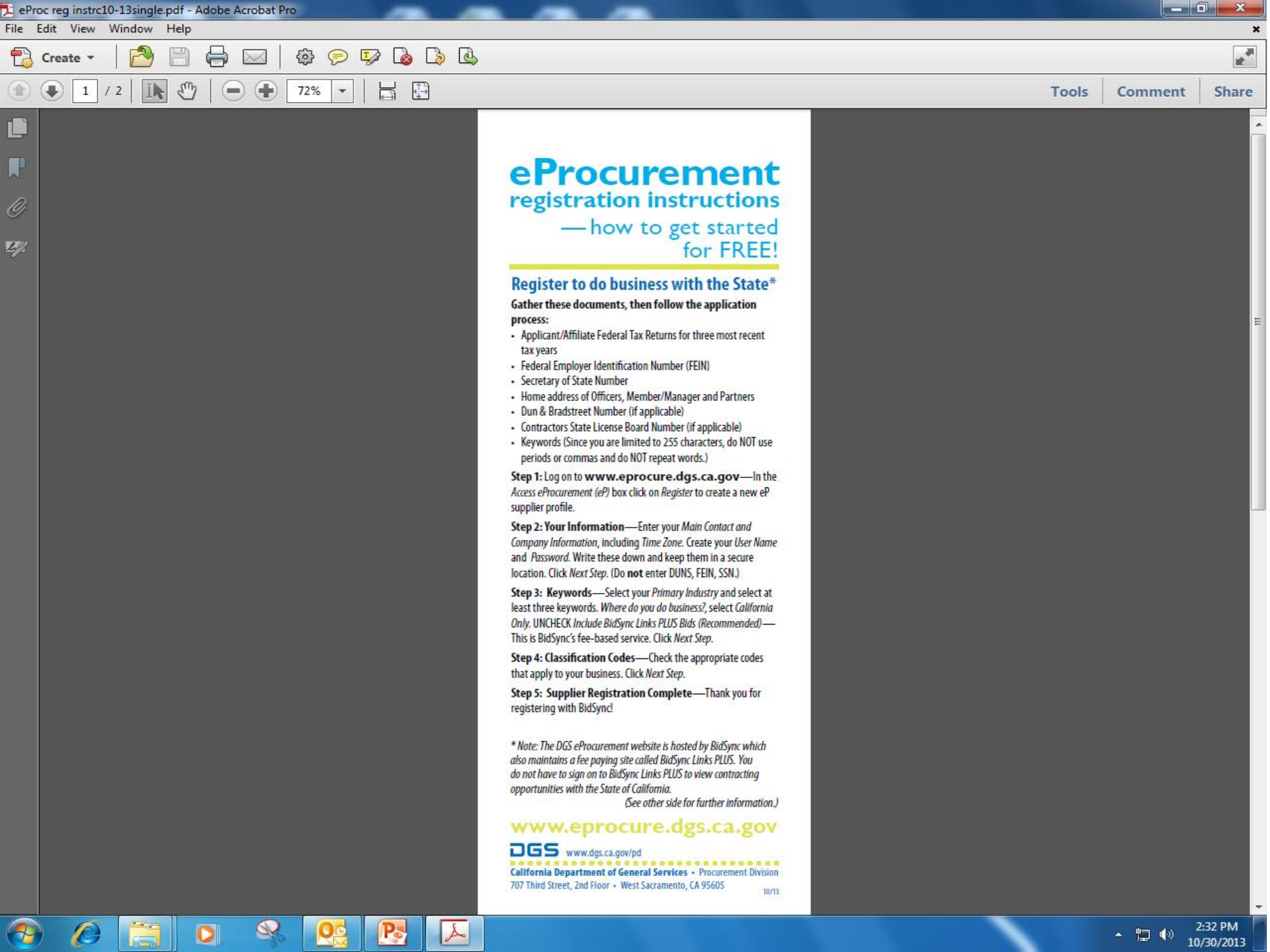
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- [PD Upcoming Solicitations](#)
- [Stop BidSync LinkPlus Notifications](#)
- [Leveling the Playing Field \(PowerPoint\)](#)
- [Updating Your Profile - Instructions](#)
- [eProcurement Registration Instructions](#)



# eProcurement registration instructions

— how to get started  
for FREE!

## Register to do business with the State\*

Gather these documents, then follow the application process:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
- Federal Employer Identification Number (FEIN)
- Secretary of State Number
- Home address of Officers, Member/Manager and Partners
- Dun & Bradstreet Number (if applicable)
- Contractors State License Board Number (if applicable)
- Keywords (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)

**Step 1:** Log on to **www.eprocure.dgs.ca.gov**—In the *Access eProcurement (eP)* box click on *Register* to create a new eP supplier profile.

**Step 2: Your Information**—Enter your *Main Contact and Company Information*, including *Time Zone*. Create your *User Name* and *Password*. Write these down and keep them in a secure location. Click *Next Step*. (Do **not** enter DUNS, FEIN, SSN.)

**Step 3: Keywords**—Select your *Primary Industry* and select at least three keywords. *Where do you do business?* select *California Only*. UNCHECK *Include BidSync Links PLUS Bids (Recommended)*—This is BidSync's fee-based service. Click *Next Step*.

**Step 4: Classification Codes**—Check the appropriate codes that apply to your business. Click *Next Step*.

**Step 5: Supplier Registration Complete**—Thank you for registering with BidSync!

*\* Note: The DGS eProcurement website is hosted by BidSync which also maintains a fee paying site called BidSync Links PLUS. You do not have to sign on to BidSync Links PLUS to view contracting opportunities with the State of California.*

*(See other side for further information.)*

**www.eprocure.dgs.ca.gov**

**DGS** www.dgs.ca.gov/pd  
California Department of General Services • Procurement Division  
707 Third Street, 2nd Floor • West Sacramento, CA 95605

10/13

Select Plan

**Your Information**

Keywords

Classification Codes

Complete

In order for us to send you government bids, please provide the following information.

## 1. Main Contact

First Name	Last Name	
<input type="text" value="Linda"/>	<input type="text" value="Gross"/>	
Phone Number		
<input type="text" value="916"/> <input type="text" value="361-0219"/>	<input type="text"/>	
Area	Format: ###-####	Ext
Select Job Title		
<input type="text" value="Owner"/> ▼		
Email	Email Confirm	
<input type="text" value="ms12dzn@gmail.com"/>	<input type="text" value="ms12dzn@gmail.com"/>	

User Name  
Bigmomma  
Password  
Password Confirm

Password must be at least 8 characters. Must contain at least one letter & number. Cannot be based on your name, company name or user name.

How did you hear about us?

Government Agency using BidSync to place bids

## 2. Company Information

Company Name		
Big Momma's Sandwiches		
Street Address		
2768 Catania Way		
City	State	Zip
Sacramento	California	95826
Organization Phone Number		
916	718-3353	
Area	Format: ###-####	

Time Zone  
Pacific Time (US & Canada); Tijuana

**Optional**

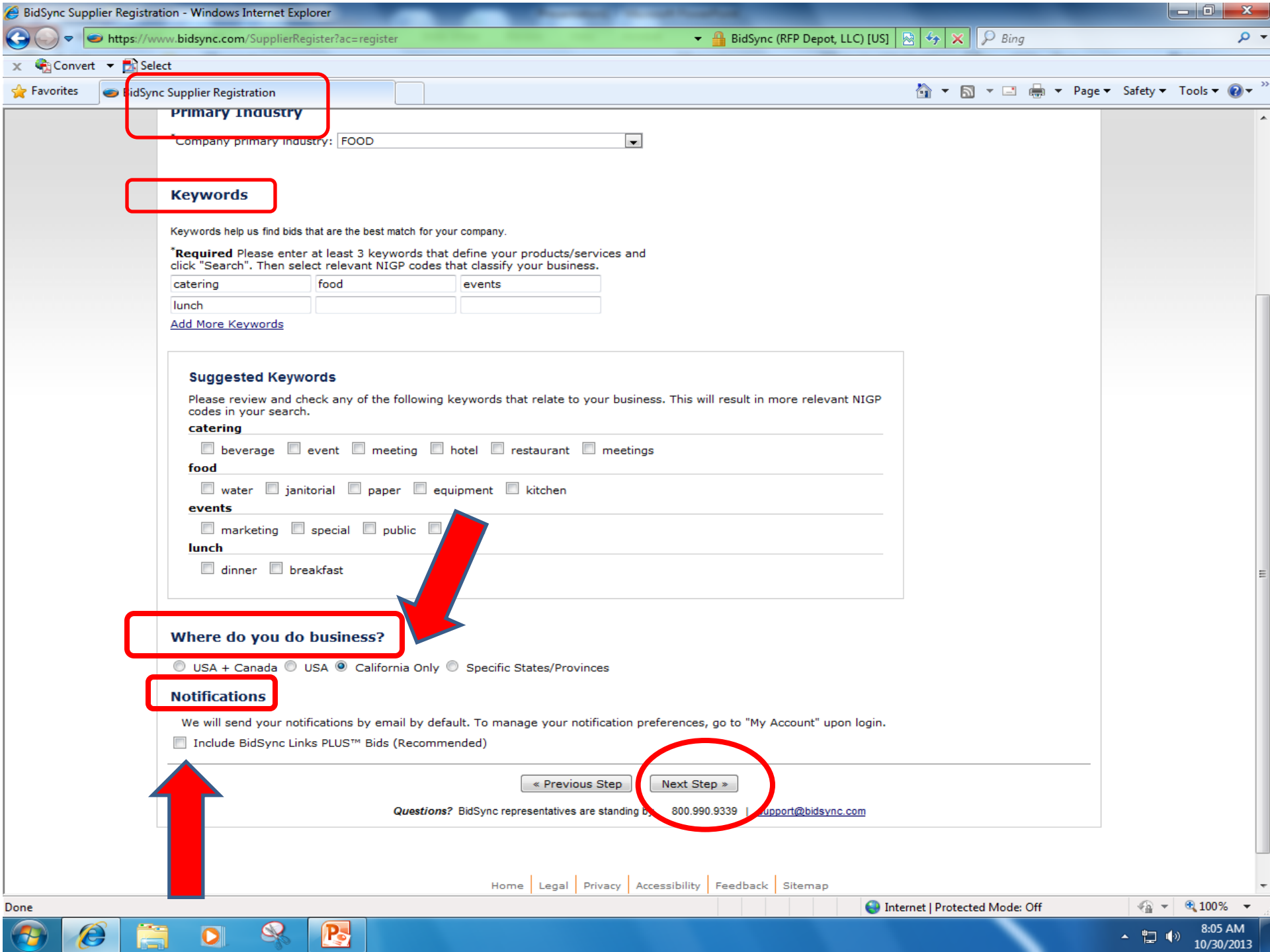
**Business ID Number**

DUNS FEIN SSN

Next Step »

By entering this information, you agree that BidSync may contact you

**Questions?** BidSync representatives are standing by. 800.990.9339 | [support@bidsync.com](mailto:support@bidsync.com)



## Primary Industry

Company primary industry:

## Keywords

Keywords help us find bids that are the best match for your company.

**\*Required** Please enter at least 3 keywords that define your products/services and click "Search". Then select relevant NIGP codes that classify your business.

[Add More Keywords](#)

## Suggested Keywords

Please review and check any of the following keywords that relate to your business. This will result in more relevant NIGP codes in your search.

### catering

☐ beverage ☐ event ☐ meeting ☐ hotel ☐ restaurant ☐ meetings

### food

☐ water ☐ janitorial ☐ paper ☐ equipment ☐ kitchen

### events

☐ marketing ☐ special ☐ public ☐

### lunch

☐ dinner ☐ breakfast

## Where do you do business?

☐ USA + Canada ☐ USA ☒ California Only ☐ Specific States/Provinces

## Notifications

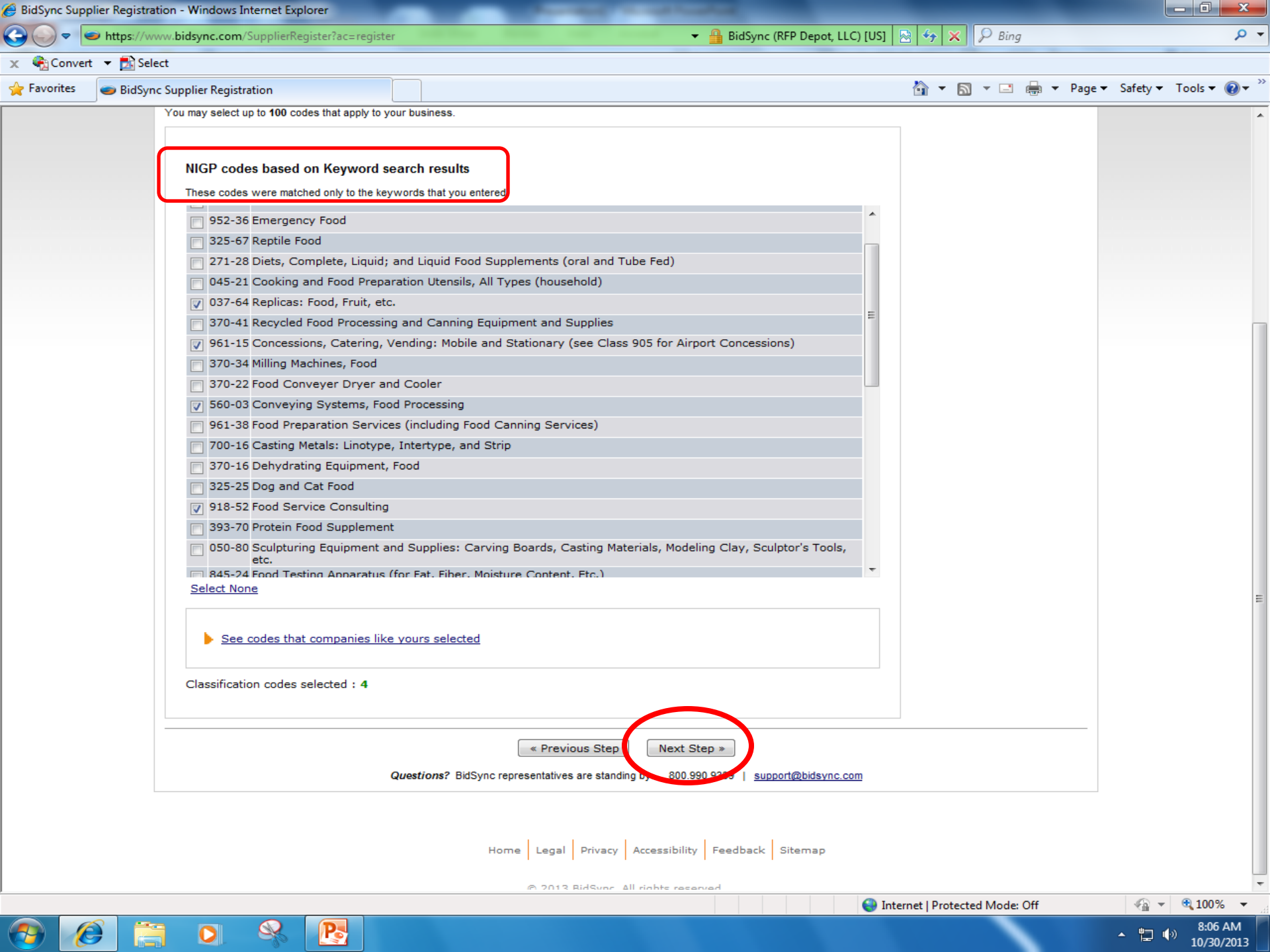
We will send your notifications by email by default. To manage your notification preferences, go to "My Account" upon login.

☐ Include BidSync Links PLUS™ Bids (Recommended)

[< Previous Step](#)

[Next Step >](#)

**Questions?** BidSync representatives are standing by. 800.990.9339 | [support@bidsync.com](mailto:support@bidsync.com)



### NIGP codes based on Keyword search results

These codes were matched only to the keywords that you entered

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 952-36 Emergency Food   |
| <input type="checkbox"/>            | 325-67 Reptile Food   |
| <input type="checkbox"/>            | 271-28 Diets, Complete, Liquid; and Liquid Food Supplements (oral and Tube Fed)                                     |
| <input type="checkbox"/>            | 045-21 Cooking and Food Preparation Utensils, All Types (household)   |
| <input checked="" type="checkbox"/> | 037-64 Replicas: Food, Fruit, etc.  |
| <input type="checkbox"/>            | 370-41 Recycled Food Processing and Canning Equipment and Supplies  |
| <input checked="" type="checkbox"/> | 961-15 Concessions, Catering, Vending: Mobile and Stationary (see Class 905 for Airport Concessions)                |
| <input type="checkbox"/>            | 370-34 Milling Machines, Food   |
| <input type="checkbox"/>            | 370-22 Food Conveyer Dryer and Cooler   |
| <input checked="" type="checkbox"/> | 560-03 Conveying Systems, Food Processing   |
| <input type="checkbox"/>            | 961-38 Food Preparation Services (including Food Canning Services)  |
| <input type="checkbox"/>            | 700-16 Casting Metals: Linotype, Intertype, and Strip   |
| <input type="checkbox"/>            | 370-16 Dehydrating Equipment, Food  |
| <input type="checkbox"/>            | 325-25 Dog and Cat Food   |
| <input checked="" type="checkbox"/> | 918-52 Food Service Consulting  |
| <input type="checkbox"/>            | 393-70 Protein Food Supplement  |
| <input type="checkbox"/>            | 050-80 Sculpturing Equipment and Supplies: Carving Boards, Casting Materials, Modeling Clay, Sculptor's Tools, etc. |
| <input type="checkbox"/>            | 845-24 Food Testing Apparatus (for Fat, Fiber, Moisture Content, Etc.)  |

[Select None](#)

[See codes that companies like yours selected](#)

Classification codes selected : 4

[« Previous Step](#)

[Next Step »](#)

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Internet | Protected Mode: Off

100%

8:06 AM  
10/30/2013



https://www.bidsync.com/SupplierRegister?ac=registrationcomplete&conversion=linksConversion Identified by Go Daddy Class 2 Certi... Bing

Convert Select Favorites BidSync Supplier Registration

Page Safety Tools

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WHERE BUYERS AND SELLERS MEET


[My Account](#) [CONTACT US](#) 1-800-990-9339

[Bid Notifications](#) [Government Procurement](#) [Resources](#) [Newsroom](#) [Company](#)

**Thank you for registering with BidSync!**

You can now log in and view bid information. Please allow one business day for us to review and confirm your registration. You will have "read only" access and will not be able to place offers, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed immediately, please contact BidSync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!

BidSync Corporate



0:00 / 2:20 YouTube

[View 6 BidSync Links PLUS bids matching your profile](#)

Questions? BidSync representatives are standing by. 800.990.9339 | [support@bidsync.com](mailto:support@bidsync.com)

Done Internet | Protected Mode: Off 100% 8:06 AM 10/30/2013



Tools

Comment

Share



## Complete the California Profile and get Certified with the State of California:

**Step 1:** Log onto *My account* on the same page as the thank you page. Login. Enter your user name and password.

**Step 2:** Accept the *BidSync User Agreement*.

**Step 3:** Click *My account*.

**Step 4:** Click *Company profile*, click *Notifications*, under *Agency types*: deselect everything except *State*.

**Step 5:** Under *Emails*: Uncheck *Send me a daily list of BidSync Links Plus bids* and *Send me exclusive special offers and promotions*.

**Step 6:** Click *My account*.

**Step 7:** Click *Register your business with The State of California*.

**Step 8:** Under *Profile Information*, click *Identification Number*. Enter either your social security number or your Federal Employer Identification Number (FEIN). Do NOT use hyphens.

**Step 9:** Under *Profile Information*, click *UNSPSC Classifications*. Enter a keyword or UNSPSC classification code in the first box and click *Search*. Search results appear in the section below. Check as many UNSPSC classifications that apply and save at bottom.

**Step 10:** Under *Profile Information*, click *Edit for The State of California Use Policy* and enter your password and *Accept*.

**Step 11:** Under *Registration Status*, click *Submit Registration*. (You should get *Registered* in your status block. If you get a Vendor support message, DO NOT call Bidsync. Call the SB/DVBE Certification Office at 916-375-4940; there is another account with your business name in the system.

**Step 12:** Under *Certifications*, click *Register your business*. This takes you to the on-line application for California Small Business and DVBE certification. (If you have questions concerning the on-line application, contact the SB/DVBE Certification Office at 916-375-4940)

.....  
[www.eprocure.dgs.ca.gov](http://www.eprocure.dgs.ca.gov)






https://www.bidsync.com/bidsync-cas/login?service=https%3A%2F%2Fwww.bidsync.com%2FDPXLogin BidSync (RFP Depot, LLC) [US] Bing


Convert Select

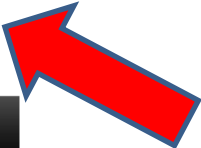
Favorites BidSync Login

Page Safety Tools

 **BIDSYNC**  
WHERE BUYERS AND SELLERS MEET

My Account  

CONTACT US  
or call 1-800-990-9339 



Bid Notifications Government Procurement Resources Newsroom Company

### BidSync login

Not registered? [Sign up now](#)  
Passwords are case-sensitive

Username

Password

[Forgot password?](#)

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https://www.bidsync.com/bidsync-cas/login?service=https%3A%2F%2Fwww.bidsync.com%2FDPXLogin BidSync (RFP Depot, LLC) [US] Bing

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Favorites BidSync Login

Page Safety Tools

## BidSync Terms and Conditions

Terms of Use Acceptance Required

### SUPPLIER USER AGREEMENT

Below are the terms and conditions under which you (as a Supplier) may have access to our online auction system to respond to requests for quotes, proposals and information. By accessing our system, you agree to these terms and conditions.

We may amend this Agreement at any time by posting the amended terms on our site. Except as stated below, all amended terms will automatically be effective ten (10) days after they are initially posted on our site. This Agreement may not be otherwise amended except in writing signed by you and us (BidSync; hereinafter referred to as "BidSync").

**1. Eligibility.** The BidSync system is available only to individuals and entities that can form legally binding contracts under applicable law. Without limiting the foregoing, our system is not available to minors (under 21 years of age) or to those suspended from its use. If you do not qualify, please do not use our system. Furthermore, you may not assign or transfer your account or user

I have read the Terms and Conditions

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Internet | Protected Mode: Off 100% 8:09 AM 10/30/2013

Vendor Home - Windows Internet Explorer

https://www.bidsync.com/bidsync-app-web/vendor/shared/VendorHome.xhtml


Identified by Go Daddy Class 2 Certi...

Bing

Convert Select

Favorites Vendor Home

Page Safety Tools



Search bids

[Advanced Bid Search](#)


Bid title or description (3 words or less)

All Regions

Current Bids

Go

Welcome Bigmomma | [Logout](#)



Home

My account

Agency list

Support

Alerts

[View alerts](#)

[Incomplete Agency profiles](#)


[Your account has not been validated](#)

Current subscriptions

You are currently subscribed to:

[See all products](#)

Manage



You have no active cards on file

[Add credit card](#)

Links bids

Addendums

Changes

My bids

About to end

Invited bids

Bids with offers

Bid #	Title	Agency	Region	Pre-bid conf	Time left
No records found.					

Results per page: 10

Links PLUS bids

Recently matched

My bids

View all product types

Product Type	Bid #	Title	Agency	Region	Time left
Region A	Subscription Required	<a href="#">Vending Services</a>	Subscription Required	CA	4 days
Region A	Subscription Required	<a href="#">Vending Machine</a>	Subscription Required	CA	6 days
Region A	Subscription Required	<a href="#">Concessions Stand</a>	Subscription Required	CA	6 days
Region A	Subscription Required	<a href="#">Food Service Concession</a>	Subscription Required	CA	8 days

Done

Internet | Protected Mode: Off

100%

8:09 AM 10/30/2013



Search bids [Advanced Bid Search](#)

Bid title or description (3 words or less)

All Regions Current Bids Go

Welcome Bigmomma | [Logout](#)

Home My account Agency list Support

- [Company profile](#)
- [My user info](#)
- [Admin](#)
- [Invoice](#)
- [Tools](#)
- [Messages](#)

## My account

Company name: Big Momma's Sandwiches

Contact: Linda Gross

Address: 2768 Catania Way  
Sacramento, CA 95826

Phone: 916-361-0219

Contact email: ms12dzn@gmail.com

### Need Help with your account setup?

Call BidSync account  
support 800-990-9339

Based on your current profile, you are invited to do business with the following agencies

[Register your business with The State of California](#)



Help agencies  
find you.

Finish filling out  
your vendor profile



### Company profile

- [General Info](#)
- [Business](#)
- [Owners](#)
- [Insurance](#)
- [Notifications](#)
- [Classifications](#)
- [Qualifications](#)



### My user info

[Change password](#)



### Admin

- [Users](#)
- [Accts. payable](#)
- [Accts. receivable](#)
- [Supplier ads](#)
- [Subscriptions](#)
- [Credit cards](#)
- [Plan holder list](#)



### Invoice

- [Summary of charges](#)
- [Itemized charges](#)



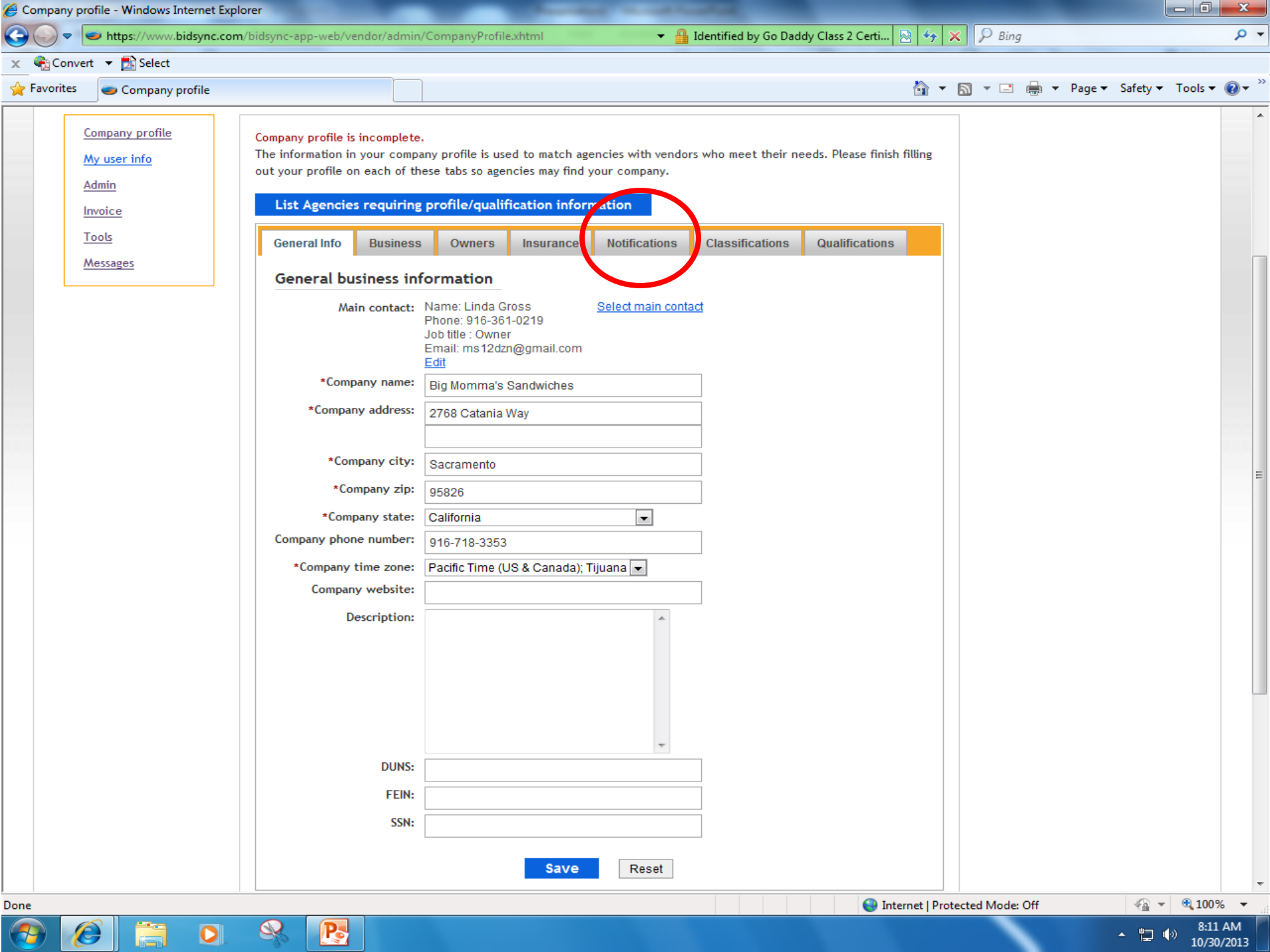
### Tools

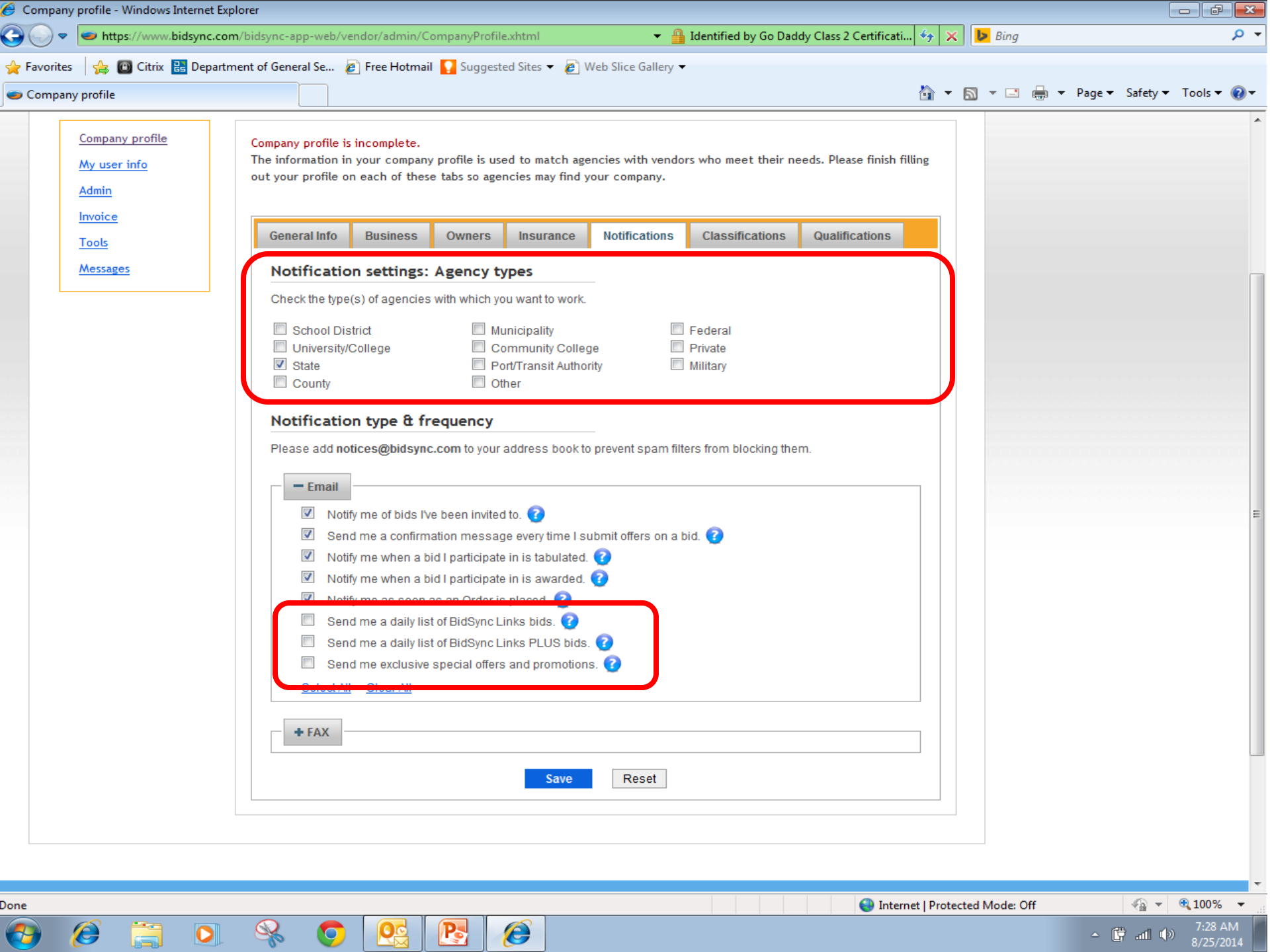
- [Training](#)
- [FAQ](#)

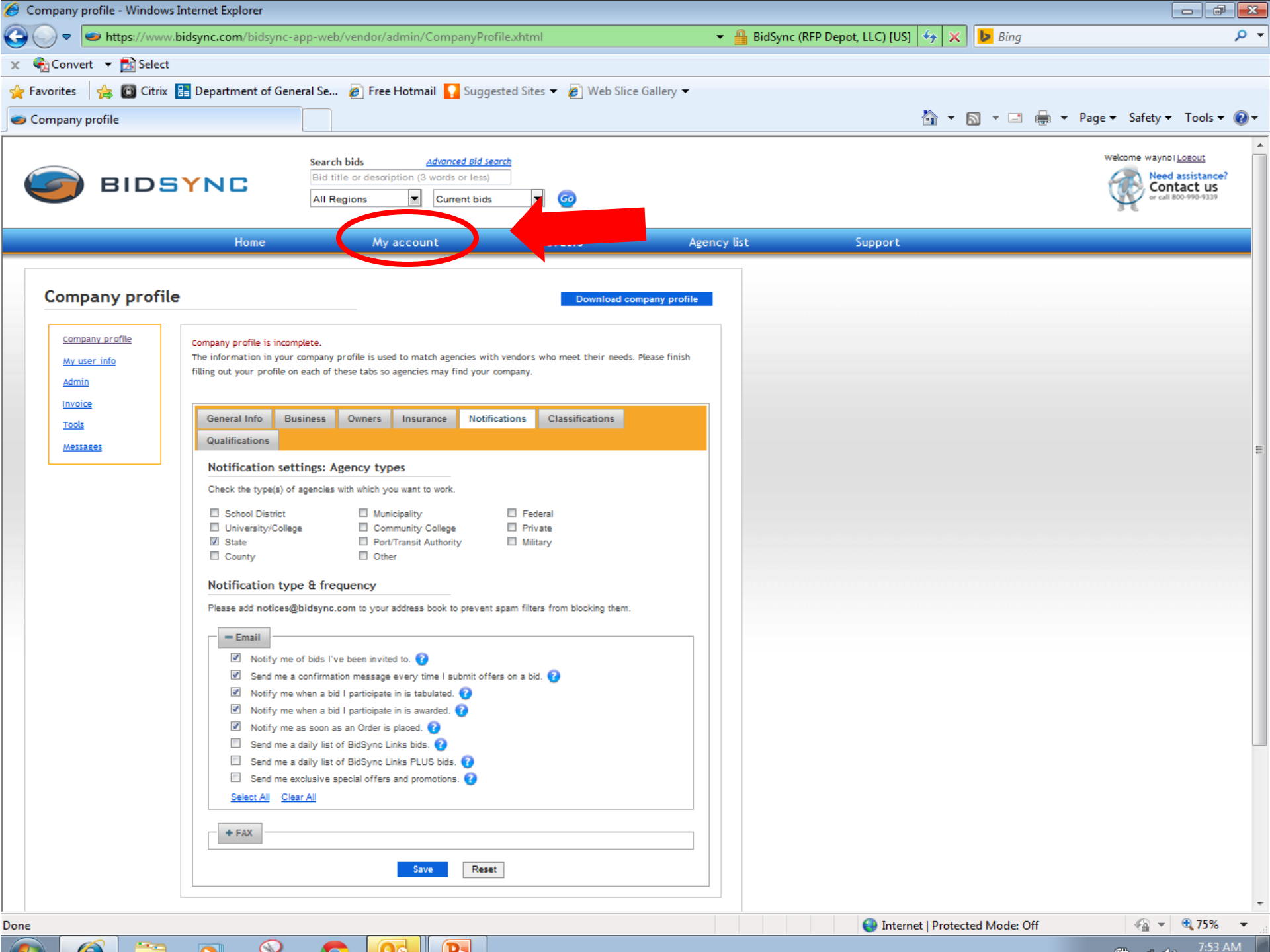


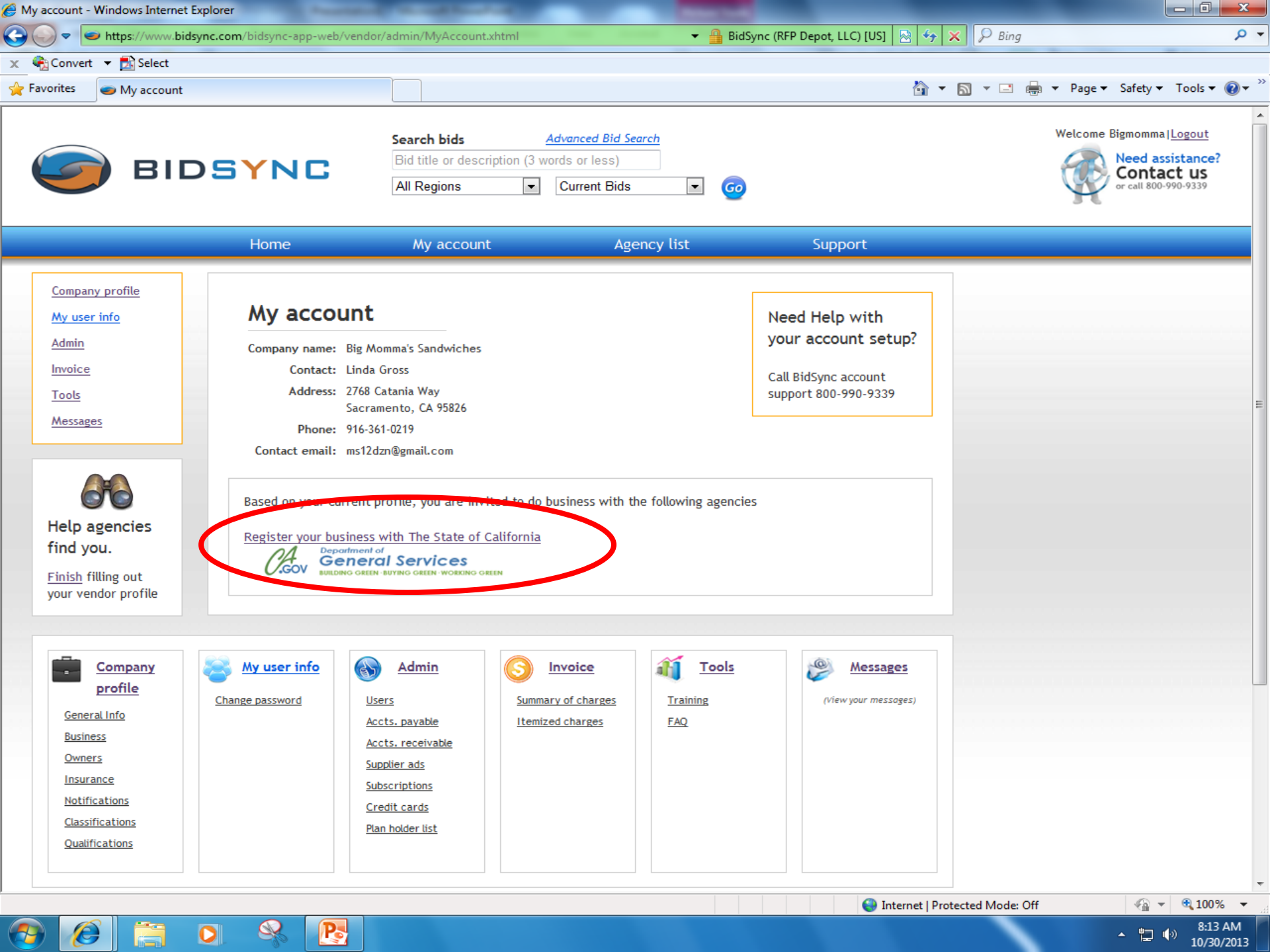
### Messages

[\(View your messages\)](#)









Search bids [Advanced Bid Search](#)

Bid title or description (3 words or less)

All Regions Current Bids Go

Welcome Bigmomma | [Logout](#)

- [Company profile](#)
- [My user info](#)
- [Admin](#)
- [Invoice](#)
- [Tools](#)
- [Messages](#)

**Help agencies find you.**

Finish filling out your vendor profile

## My account

Company name: Big Momma's Sandwiches

Contact: Linda Gross

Address: 2768 Catania Way  
Sacramento, CA 95826

Phone: 916-361-0219

Contact email: ms12dzn@gmail.com

**Need Help with your account setup?**

Call BidSync account support 800-990-9339

Based on your current profile, you are invited to do business with the following agencies

[Register your business with The State of California](#)

Department of General Services  
BUILDING GREEN - BUYING GREEN - WORKING GREEN

<b>Company profile</b> <ul style="list-style-type: none"><li><a href="#">General Info</a></li><li><a href="#">Business</a></li><li><a href="#">Owners</a></li><li><a href="#">Insurance</a></li><li><a href="#">Notifications</a></li><li><a href="#">Classifications</a></li><li><a href="#">Qualifications</a></li></ul>	<b>My user info</b> <ul style="list-style-type: none"><li><a href="#">Change password</a></li></ul>	<b>Admin</b> <ul style="list-style-type: none"><li><a href="#">Users</a></li><li><a href="#">Accts. payable</a></li><li><a href="#">Accts. receivable</a></li><li><a href="#">Supplier ads</a></li><li><a href="#">Subscriptions</a></li><li><a href="#">Credit cards</a></li><li><a href="#">Plan holder list</a></li></ul>	<b>Invoice</b> <ul style="list-style-type: none"><li><a href="#">Summary of charges</a></li><li><a href="#">Itemized charges</a></li></ul>	<b>Tools</b> <ul style="list-style-type: none"><li><a href="#">Training</a></li><li><a href="#">FAQ</a></li></ul>	<b>Messages</b> <p>(View your messages)</p>
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https://www.bidsync.com/DPXBidderAdmin?ouac=viewprofile&agency=307818 BidSync (RFP Depot, LLC) [US] Bing

Convert Select Favorites BidSync: Supplier Profile

Home Search Bids Orders Tools CRM Agency List Support Logout

My account My user info Admin Invoice Tools Messages Bigmomma - Big Momma's Sandwiches

## BIDSYNC

### The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

**PROFILE INFORMATION**

X	Identification Number:	<a href="#">[Edit]</a>
X	UNSPSC Classifications:	<a href="#">[Edit]</a>
X	The State of California Use Policy:	Not Accepted <a href="#">[View]</a>
	Registration Status:	<a href="#">Submit Registration</a>

**CERTIFICATIONS**

[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

Home Bid Search Bids Orders My account Privacy Terms Logout

Customer Support - [vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com) or 800-990-9339

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**PROFILE IDENTIFICATION NUMBER**

Identification Type: Social Security Number

Identification Number: **When entering your FEIN or Social Security Number, please do not enter a dash or hyphen within the string of numbers.****Example:****123456789 for FEIN or SSN****Do NOT enter as 12-3456789 (for FEIN) or 123-45-6789 (for SSN)**

Save

https://www.bidsync.com/DPXBidderAdmin?ouac=viewprofile&agency=307818 BidSync (RFP Depot, LLC) [US] Bing

Convert Select

Favorites BidSync: Supplier Profile

Home Search Bids Orders Tools CRM Agency List Support Logout

My account My user info Admin Invoice Tools Messages Bigmomma - Big Momma's Sandwiches

## BIDSYNC

### The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

**PROFILE INFORMATION**

✓	Social Security Number:	***-**-0558	[Edit]
✗	UNSPSC Classifications:		[Edit]
✗	The State of California Use Policy:	Not Accepted	[View]
	Registration Status:		<a href="#">Submit Registration</a>

**CERTIFICATIONS**

[Register your business](#) with The State of California as:

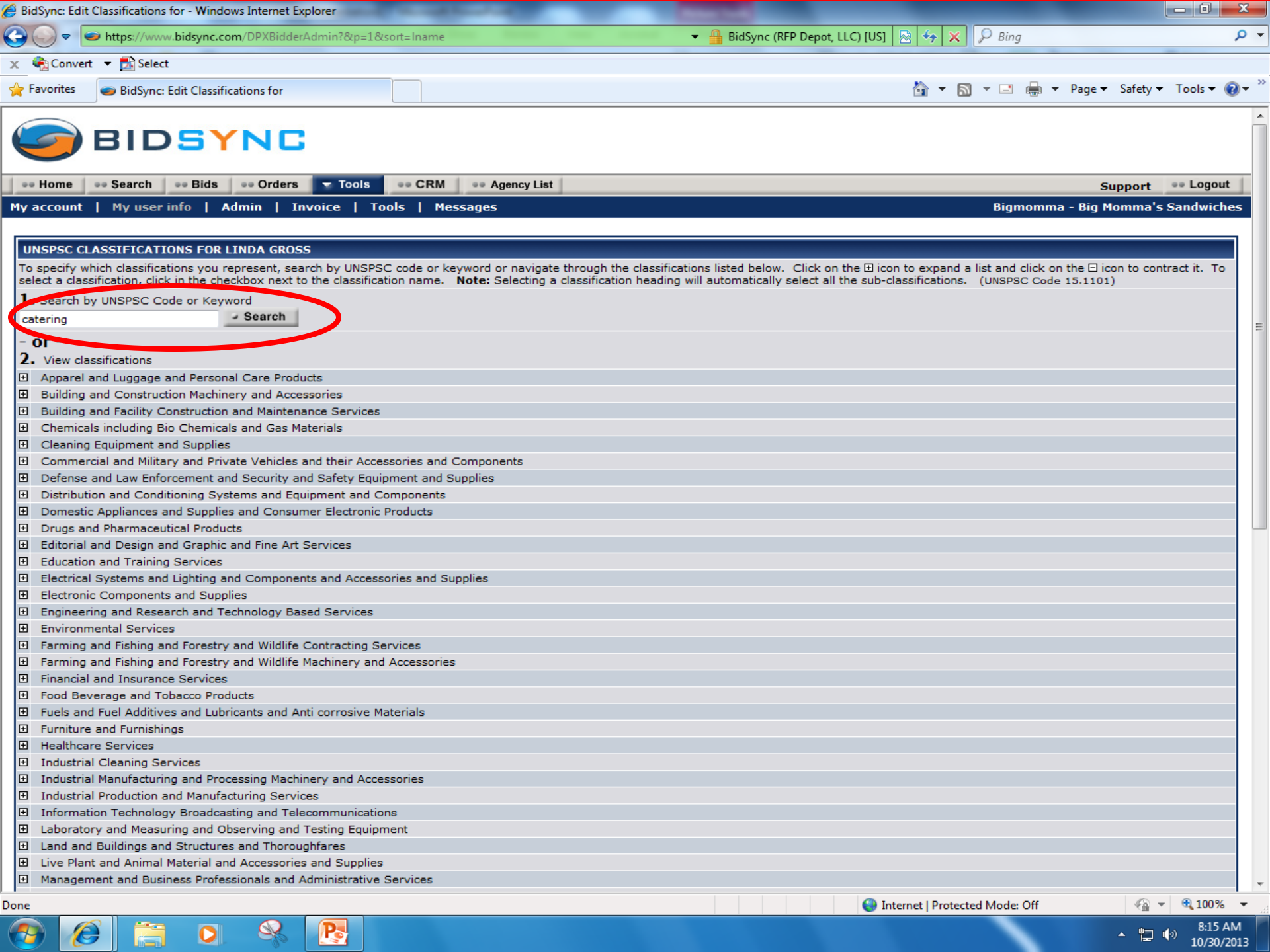
- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

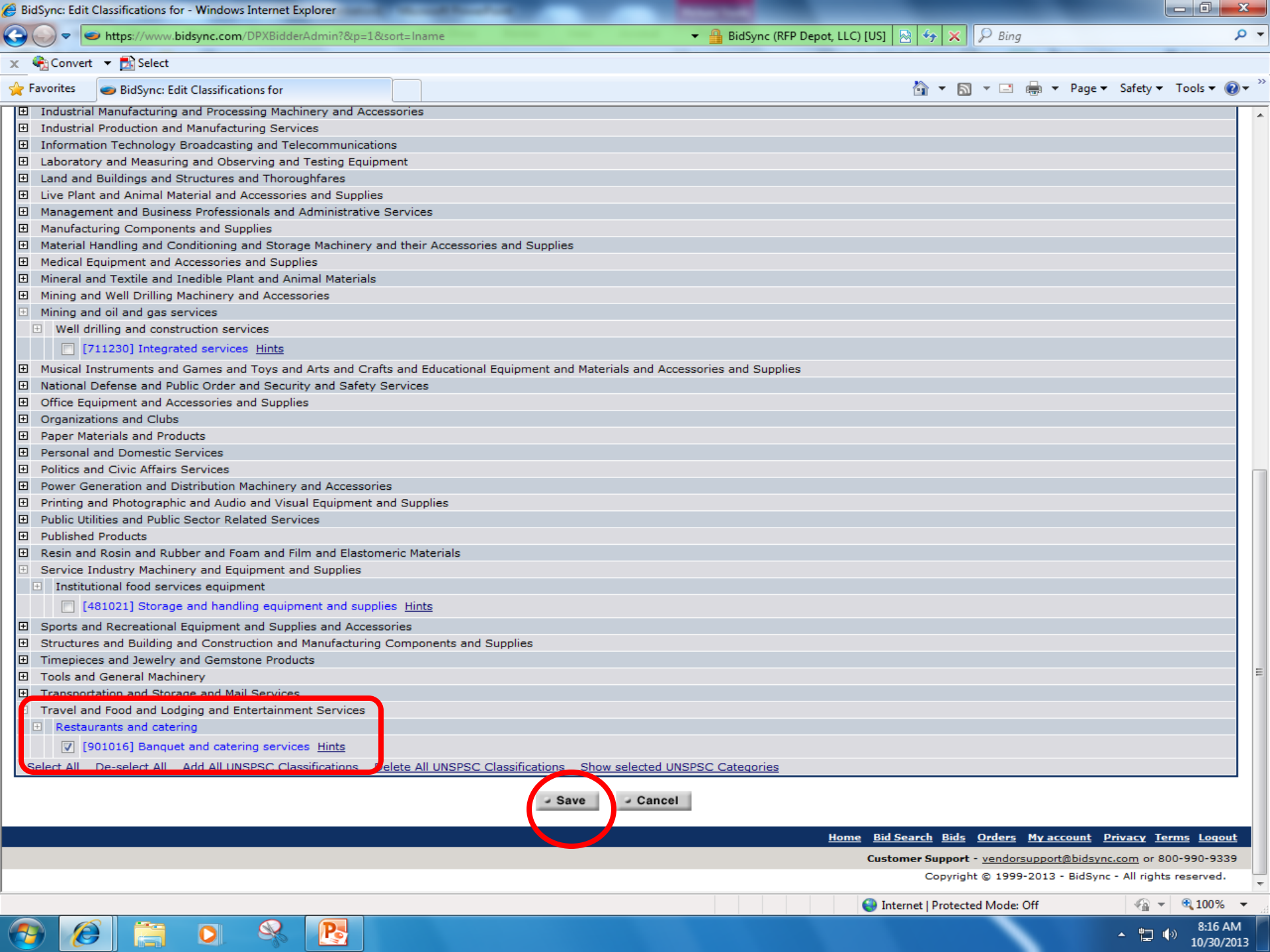
Home Bid Search Bids Orders My account Privacy Terms Logout

Customer Support - [vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com) or 800-990-9339

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Internet Explorer

https://www.bidsync.com/DPXBidderAdmin?p=1&sort=Iname


BidSync (RFP Depot, LLC) [US]

Bing

Convert Select

Favorites BidSync: Supplier Profile

Page Safety Tools



Home Search Bids Orders Tools CRM Agency List

Support Logout

My account My user info Admin Invoice Tools Messages

Bigmomma - Big Momma's Sandwiches



### The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

PROFILE INFORMATION

✓ Social Security Number:	***-**-0533	[Edit]
✓ UNSPSC Classifications:		[Edit]
✗ The State of California Use Policy:	Not Accepted	[View]
Registration Status:	<a href="#">Submit Registration</a>	

CERTIFICATIONS

[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

Home Bid Search Bids Orders My account Privacy Terms Logout

Customer Support - [vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com) or 800-990-9339

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Done

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## The State of California Use Policy

**BY ACCEPTING THE FOLLOWING USE POLICY, YOU ARE AGREEING TO THE FOLLOWING:**

### USE POLICY

The State wants you know about the collection, use, security, and access to information that may be obtained through use of the State's web portal. By visiting this web site, you are accepting the policies and practices described in this Notice.

Please note that this Use Policy is subject to change without notice, and that it reflects the State's current business practices. This policy is dated December 7, 2000.

Also note that each department within the State may have additional privacy and use policies specific to the mission and needs of their work. Be sure to review those policies as you access additional sites within the State.

### PERSONAL INFORMATION AND CHOICE

"Personal information" is information about a natural person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information, however, it is considered "electronically collected personal information".

### USER INFORMATION

User ID **Bigmomma**

Password

Accept

Close

Done

Internet | Protected Mode: Off

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10/30/2013

CA.BIDSYNC

HomeSearchBidsOrdersToolsCRMAgency ListSupportLogout

My accountMy user infoAdminInvoiceToolsMessagesBigmomma - Big Momma's Sandwiches

CA.GOV

The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

PROFILE INFORMATION

✓

Social Security Number:

\*\*\*-\*\*-0533

[Edit]

✓

UNSPSC Classifications:

[Edit]

✓

The State of California Use Policy:

Accepted

[View]

Registration Status:

Submit Registration

CERTIFICATIONS

Register your business with The State of California as:

• Small Business

• Disabled Veteran Business Enterprise

• Non-Profit Veteran Service Agency

• Non-Profit

HomeBid SearchBidsOrdersMy accountPrivacyTermsLogout

Customer Support - vendorsupport@bidsync.com or 800-990-9339

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## The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

### PROFILE INFORMATION

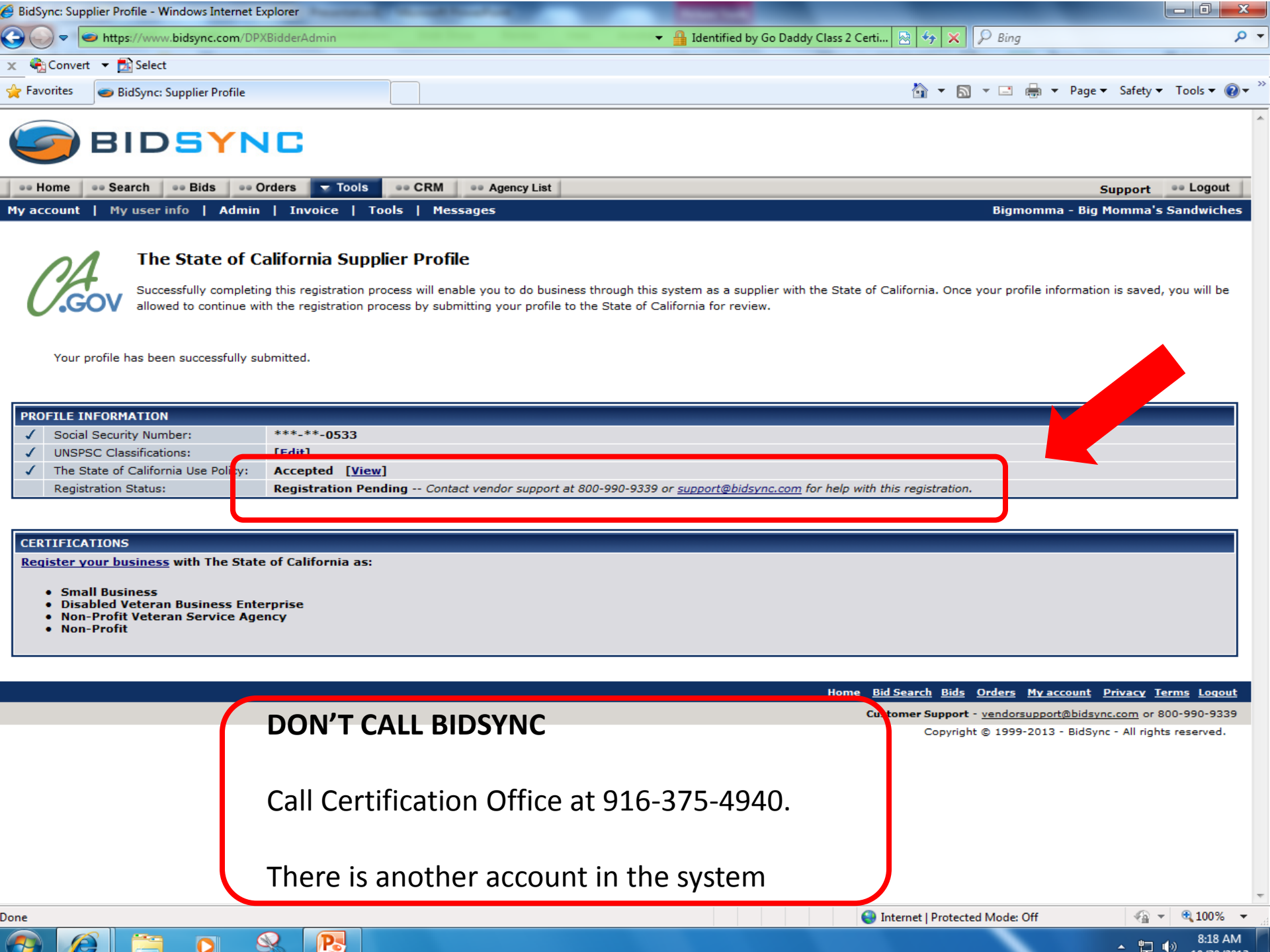
✓	Federal Employer Identification Number:	123456798
✓	UNSPSC Classifications:	<a href="#">[Edit]</a>
✓	The State of California Use Policy:	Accepted <a href="#">[View]</a>
	Registration Status:	Registered

### CERTIFICATIONS

[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit





## The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be able to continue with the registration process by submitting your profile to the State of California for review.

Your profile has been successfully submitted.

PROFILE INFORMATION		
✓	Social Security Number:	***-**-0533
✓	UNSPSC Classifications:	[Edit]
✓	The State of California Use Policy:	Accepted [View]
	Registration Status:	Registration Pending -- Contact vendor support at 800-990-9339 or support@bidsync.com for help with this registration.

### CERTIFICATIONS

Register your business with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

**DON'T CALL BIDSINC**

Call Certification Office at 916-375-4940.

There is another account in the system

## **Step 2 – Become a CA Certified Small Business and/or Disabled Veteran Business Enterprise**

Now that your registration is complete, you can proceed and get certified by clicking the [Register your business with State of California](#) link within the Certification block.



## The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

### PROFILE INFORMATION

✓	Federal Employer Identification Number:	<b>123456798</b>
✓	UNSPSC Classifications:	<a href="#">[Edit]</a>
✓	The State of California Use Policy:	<b>Accepted</b> <a href="#">[View]</a>
	Registration Status:	<b>Registered</b>

### CERTIFICATIONS

[Register your business](#) with The State of California as:

- ☐ Small Business
- ☐ Disabled Veteran Business Enterprise
- ☐ Non-Profit Veteran Service Agency
- ☐ Non-Profit

Since every business is different, please complete the on-line application, individually. If you have any questions, contact 916-375-4940 or [OSDSHELP@dgs.ca.gov](mailto:OSDSHELP@dgs.ca.gov), and someone from our Certification Office will help you. Their hours of operation are 08:00 am to 05:00 pm, Monday through Friday.

https://www.bidsync.com

File Edit View Favorites Tools

BidSync: California Certification



Powered By RFP

Home Search Bids

Internet Explorer window controls

Page Tools

Help Logout

**CALIFORNIA PROFILE**

BidSync Supplier Name	LINDA'S FENCE COMPANY	Supplier Number	1335020
-----------------------	-----------------------	-----------------	---------

**No Active Profile**

View Options

Edit Options

[Certify With Blank Application](#)

**Active Certifications** [New Certification](#)

TYPE	STATUS	STATUS DATE	FROM	TO	ACTIONS
You have no active certifications					

# Summary

You now know:

- The Goals of the program
- The Small Business (SB) Requirements
- The Disabled Veteran Business Enterprise (DVBE) Requirements
- The Benefits of the Program
- The Definition of eProcurement
- How to Register your company in BidSync
- How to Get Certified as a SB and/or DVBE

# QUESTIONS

Thank you for participating in our presentation

We wish you success!

Email us at:

- [Wayne.Gross@dgs.ca.gov](mailto:Wayne.Gross@dgs.ca.gov)
- [Advocate@dgs.ca.gov](mailto:Advocate@dgs.ca.gov) or

Phone us at **(800) 559-5529 X 3#**